



St. Joseph's Primary School

Fire Safety/Evacuation/ Emergency Policy 2015

Rationale:

We recognise the responsibility that faces us with regard to the safety of all persons who enter the school premises.

Aims:

To outline strategies which will be adopted in emergency situations to ensure the safety of all who are present on the school site.

Implementation:

General:

- During the teaching day all gates are locked except the one between the A and B block.
- Every classroom is fitted with a phone intercom system to maintain contact with the office and each other in emergencies.
- Teachers will have their mobile phones in their classroom, to enable communication with the office, on such occasions, and will take them with them in emergency situations.
- At all times Staff mobile phone numbers are clearly visible as an attachment to this policy, on the back of teachers' laminated roll, main phone and at the principal's desk.
- Staff and students will carry out evacuation drills twice each year.
- Evacuation procedures are placed on all class clip boards. Hand to all casual/relief staff.

Fire/Evacuation Drills

- Conduct a 'refresher' course on evacuation procedures each year.
- Fire extinguishers checked and tagged twice annually.
- The activation of alarm (on electronic system located inside admin office door) by an adult who deems it necessary, for at least twelve cycles, signals the need to have the school buildings evacuated, for safety reasons. On this signal-
 1. All activities abandoned.
 2. Each teacher will specify the exit to be used by the children
 3. All children will proceed to the bottom playing fields
- The children will be instructed to carry out evacuation in the following manner:
 1. Keep calm
 2. Proceed to exit shown and move quickly to 'Report Areas' via the route displayed on the [Emergency Evacuation Plan](#)
- **Teachers/ staff will ensure they:**
 1. Have laminated Class Roll checklists.
 2. School Support Officer will bring the sign in /out books, emergency contacts book, MSDS folder, message pads including absences.
 3. Check their area of responsibility, i.e. other areas in the school building that may have been occupied at the time of evacuation.
- **Principal** (or in principal's absence, person allocated duty of 2ic) will telephone Fire Brigade, Police, Ambulance or other necessary services immediately. **000**
- Whole school assembly debrief will occur in the Joey's room, after the emergency before anyone leaves the premises.

Areas of Responsibility

Infants Classroom	Infants Teacher 1
Joey's Room	Infants Teacher 2
Stage 2 Classroom	Stage 2 Teacher
Stage 3 Classroom	Stage 3 Teacher
Boys and girls toilets MacKillop Room and adjoining rooms	Stage 3 Teacher
Admin block	Principal
Library	Principal/Librarian/SSO
Uniform Shop, Admin area and staff room mobile phone, visitor book, Sign In/Out book, Chemical Register, class rolls. Place Evacuation in Progress sign out side front door and lock door. Take medications also.	SSO

Refer to attached site plan for location of buildings and reporting area

Lockdown

- Lockdown is aimed to keep children locked in their classrooms while a danger is present. eg. person trying to access school building, etc.
- Principal to sound electronic alarm 3 times rapidly to notify of lockdown. This may be repeated as needed SSO or Principal to call Police immediately.
- All doors and windows are to be kept locked. Children climb under their desks until bell is sounded or Principal/2IC gives verbal instruction that the danger has passed.
- Teachers will have their mobile phones and intercom systems in their classroom, to enable communication with the office, on such occasions.
 - At all times Staff mobile phone numbers are clearly visible as an attachment to this policy, on the back of teachers' laminated roll, main phone and at the principal's desk.
- Whole school assembly debrief will occur in the Joeys room, after the emergency has passed and before anyone leaves the premises.

Emergency Procedures (snake alarm, stranger, serious injuries etc.)

- All teachers are to carry a whistle while on playground duty.
- A blow of whistle indicates to students to freeze and await teacher's instructions.
- Other teachers to assist with emergency
- Staff and students will carry out emergency drills twice each term.
- Place emergency procedures on all class clip boards. Hand a copy to all casual/relief staff members.

Evaluation:

- After each drill this policy will be evaluated and amended if necessary. See [Fire, evacuation and emergency Drill Register](#)

To be reviewed: 2017 (or sooner if required)

Staff Contact Numbers

(For emergency contact in classrooms in a lockdown situation)

Principal Helen- 0427 482389

Sally G- 0418 487735

Anne Marie - 0427 642 108

Sam- 0413168693

Colleen- 0418 429827

Tanya Ninness- 0419985680

Cassandra- 0427488561

Melissa – 0455208603

Paige – 0487785332

Lizzie – 0497432016

Sally H - 0428795071